

MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: Chemical Dependency Counselor Interns	
Policy Number: PRP 05	Standards/Statutes: ARM 37.27.121
Effective Date: 01/01/02	Page 1 of 2

PURPOSE:

Provide experience and educational opportunity for counselors in training programs with an accredited university.

POLICY:

MCDC will offer non-paid internship training to students that are involved with an accredited university human service program that requires supervised clinical hours as part of the student's course work. The training liaison between the university and the program will be the Chemical Dependency Supervisor and/or Program Administrator.

PROCEDURE:

I. Interns will:

- A. Be considered with a recommendation from the university and completion of an interview with the program liaison.
- B. Comply with all program policy and procedures of the program.
- C. Be assigned to a primary Certified Chemical Dependency counselor to work with during their internships.
- D. Sign appropriate course expectations and provide their own malpractice insurance.
- E. Maintain professional and ethical conduct.
- F. Attend scheduled training and clinical supervision sessions.
- G. Complete course requirement as indicated in specific course syllabi
- H. Maintaining weekly and summary logs of activities and contact hours.
- I. Earn clinical privileges and responsibility as certain levels of competency are achieved based on the assigned Certified Counselor's evaluation and recommendation.
- J. Complete an evaluation of their experience and the site, including supervision, facilities, and staff.

II. Termination of the internship: The following reasons represents, but are not limited to

termination of internship.

- A. Successful completion of goals and objectives defined by the class syllabi.
- B. Failure to accept supervision or suggestions of improving clinical skills
- C. Unexcused or excessive absenteeism.
- D. Failure to master the skills and competencies outlined in the course syllabi within the allotted time.
- E. Failure to comply with program policy and procedures.
- F. Violation of the chemical dependency code of ethics.

III. The Chemical Dependency Supervisor will:

- A. Meet with the intern over the semester to discuss identified goals and objectives of the internship.
- B. At the end of each clinical course, the Certified Chemical Dependency Counselor and the Chemical Dependency Supervisor will verify all hours reported by the intern, provide an evaluation of the intern's performance and assign a grade, to be reported to the institution the intern is attending.

Revisions: _____

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Name	Title	Date

Approved By: _____	<u>01/01/02</u>
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